

Message Text

LIMITED OFFICIAL USE

PAGE 01 STATE 109785

46

ORIGIN SS-15

INFO OCT-01 ISO-00 EUR-12 USSS-00 SY-05 OPR-02 OC-05 CCO-00

A-01 PRS-01 SSO-00 /042 R

DRAFTED BY S/S-S:PEBARBIAN:BK

APPROVED BY S/S-GSSPRINGSTEEN

S/S-S:REWOODS

S/S EX:JMORAN

S/S-O:RKUCHEL

:DGOMPERT

----- 101944

O 121523Z MAY 75

FM SECSTATE WASHDC

TO USMISSION USBERLIN IMMEDIATE

INFO AMEMBASSY BONN IMMEDIATE

LIMITED OFFICIAL USE STATE 109785

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIREMENTS

THE PRIMARY SECRETARIAT (S/S) FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO PAUL BARBIAN AND SECRETARY MICHELLE LEVERING WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 02 STATE 109785

2. S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON

OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET S/S TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL, THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

1. TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POSTS SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED. TEN PACKAGES OF CAREFULLY SELECTED LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 03 STATE 109785

SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S UPON ARRIVAL AND AT TWO-HOUR INTERVALS THEREAFTER. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE SECRETARIAT OFFICER IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY
SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE.
KISSINGER

LIMITED OFFICIAL USE

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 12 MAY 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: ellisoob
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975STATE109785
Document Source: CORE
Document Unique ID: 00
Drafter: S:PEBARBIAN:BK
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750165-0709
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750560/aaaaccrj.tel
Line Count: 119
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: ellisoob
Review Comment: n/a
Review Content Flags:
Review Date: 29 MAY 2003
Review Event:
Review Exemptions: n/a
Review History: RELEASED <29 MAY 2003 by BoyleJA>; APPROVED <08 OCT 2003 by ellisoob>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
05 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE- MENTS
TAGS: OVIP, (KISSINGER, HENRY A)
To: USBERLIN
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 05 JUL 2006